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14 OCT 1970

MEMORANDUM FOR: DD/S Reports Inventory Project Director

SUBJECT : Office of Logistics Reports Inventory

1. A total of 241 reports are included in the overall inventory for the Office of Logistics. Man-hour requirements for these reports amount to 59,186 annually. Costs amount to \$328,502.67, of which \$118,907.31 are incurred for manually produced reports and \$209,595.36 for machine-produced reports. A tabular analysis of the inventory for each reporting element in the Office of Logistics is included in Attachment 1. A detailed identification, man-hour, and cost summary and completed Forms 142 for the reports inventoried by each Office of Logistics reporting element are included in Attachment 2.

2. Total savings goals of 637 man-hours and \$4,538.80 have been identified during the course of the inventory exercise. Additional savings goals are anticipated as soon as comprehensive studies of selected reports have been completed by the Office of Logistics reporting elements primarily involved.



Acting Director of Logistics

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Atts

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